



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE BOARD OF COSMETOLOGY AND BARBER EXAMINERS
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
(615) 741-2515**

Change in Ownership of Shop:

Effective immediately, you must provide **proof of change** of the business license of the shop. A business license is obtained through your local county or city tax agent (i.e. County Clerk's Office) and varies by area. Please contact them directly. The board office must be assured that the change of business ownership process was completed before any new shop license is issued under the new owner(s)'s name(s).

Without this document, your application and inspection will be delayed indefinitely and could result in you losing your application fee.

November 21, 2014